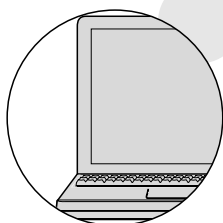# SOFTWARE USER'S GUIDE

MFC-3220C
MFC-3420C
MFC-3320CN
MFC-3820CN

brother.

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1 Using the machine as a printer

Using the Brother MFC printer driver

A Printer Driver is software that translates data from the format used by a computer into the format required by a particular printer, using a printer command language or page description language.

The printer drivers are on the CD-ROM we have supplied. Install the drivers first by following the Quick Setup Guide. Also, the latest printer driver can be downloaded from the Brother Solutions Center at:

http://solutions.brother.com

Features

This machine offers many features you'll find in a high quality ink jet printer.

Fast Printing Speed—Using Fast mode, you can print up to 12 pages per minute in full color, and up to 14 pages per minute in black.

Brilliant High Quality Output—Printing at up to 4800 x 1200 optimized dpi on glossy paper gives you highest resolution. (See *Resolution on page S-6 in the User's Guide*.)

Beautiful Elaborate Output—You can use 2 in 1, Watermark (Windows® Only) printing, True2Life® technology and other features to get high quality printouts.

Low Running Cost—Whenever you run out of a particular color ink, you will only have to replace the cartridge that's empty.

USB—Universal Serial Bus Interface provides fast communication with your computer.

Straight Paper Path—The machine can print on many types of paper. Plain paper, inkjet paper, glossy paper, transparencies and envelopes. Use the appropriate type of paper to avoid paper jams.

For complete information about what kinds of paper to use with the machine, read Chapter 2 Paper in MFC User's Guide.

Choosing the right type of paper

To get high quality printing using your machine, it's very important to select the right type of paper. Be sure to read Chapter 2 Paper in MFC User's Guide before you select and purchase paper for the machine.

How to print your original

When the machine receives data from your computer, it begins printing by picking up paper from the paper tray. The paper tray can feed many types of paper and envelopes.

1 From your computer select the Print command.
If your computer is also connected to any other printers, select **Brother MFC-XXXX USB Printer** (Where XXXX is your model name) as your printer driver from the Print or Print Settings menu in your software application, and then click on OK to begin printing. (Windows® Only)

For Macintosh® users, see *Using the Brother Printer Driver with Your Apple® Macintosh® (Mac OS® X)* on page 9-4.

2 Your computer sends a print command and data to the machine. The LCD shows Receiving Data.

3 When the machine finishes printing all the data, the LCD shows the date and time.

You can select the paper size, and orientation in your application software.

If your application software does not support your custom paper size, select the next larger paper size.

Then adjust the print area by changing the right and left margins in your application software.

Simultaneous printing and faxing

Your machine can print from your computer while sending or receiving a fax in memory, or while scanning an original into the computer. Fax sending will not be stopped during PC printing.

However, when the machine is copying or receiving a fax on paper, it pauses the PC printing operation, and then continues printing when copying or fax receiving has finished.

Clearing data from the memory

If the LCD shows Data Remains, you can clear the data that is left in the printer memory by pressing **Stop/Exit**.

Checking the Print Quality

If you want to check the print quality and find out how to improve it, See *How to improve print quality on page 13-11 in the User's Guide*.

Printer operation keys

Job Cancel (MFC-3420C only)

You can stop the current print job and clear the data from memory.

Printer driver settings (Windows® only)

📝 For Macintosh® users, see *Using the Brother Printer Driver with Your Apple® Macintosh® (Mac OS® X)* on page 9-4.

You can change the following printer settings when you print from your computer:

■ **Media Type/Quality** (Speed)
■ **Page Layout**
■ **Color Matching/Halftone**
■ **Color Enhancement** (**True2Life**®)
■ **Scaling**
■ **Watermark**
■ **Print Date & Time**
■ **Quick Print Setup**

How to access the printer driver settings

1 Select **Print** from the **File** menu in your application software.

2 Select **Brother MFC-XXXX USB Printer** (Where XXXX is your model name) as your printer and click **Properties**. The Printer dialog box will appear.

📝 ■ The way you access the printer driver settings depends on your operating system and software applications.

■ The screens shown in this section are from Windows® XP. The screens on your Computer may vary depending on your Windows Operating System.

■ Descriptions in this chapter are based on the MFC-3220C. These descriptions also apply to the other machines.

Basic tab

* **1**

.... **2**

.... **3**
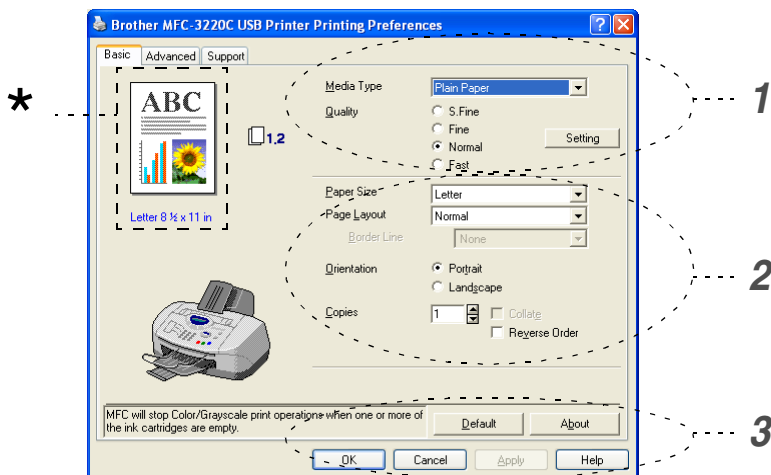
1 Select the **Media Type** and **Quality**.

2 Select the **Paper Size**, **Page Layout**, **Border Line** (if any), **Orientation**, number of **Copies** and the page order.

3 Click the **Apply** button to apply your selected settings.
To return to the default settings, click the **Default** button, then click the **Apply** button.

* This area shows the current settings of **Quality**, **Paper Size**, **Page Layout**, **Orientation**, **Collate/Reverse Order** and **Color/Grayscale**.

Media Type

To achieve the best print results, the media being printed on should be selected in the driver. The machine changes the way it prints, depending on the selected media type.

Plain Paper

Inkjet Paper

Glossy Paper (4 color)

Glossy Paper (3 color)

Transparencies

> The print quality of black ink depends on the type of glossy paper you are using. Black ink is used when you select *Glossy Paper (4 color)*. If the glossy paper you are using repels the black ink, select *Glossy Paper (3 color)*, which simulates black ink by combining the three ink colors.

Quality

The quality selection allows you to choose the print resolution you want for your original. Print quality and speed are related. The higher the quality the longer it will take to print the original. The quality selections that are available will vary depending on the media type you select.

- **Photo:** Up to 4800 x 1200 optimized dpi. (See *Resolution on page S-6 in the User's Guide.*) Use this mode to print precise images such as photographs. This is the highest resolution and slowest speed.

- **S.Fine** (Super Fine)**:** 1200 x 1200 dpi. Use this mode to print precise text and photographs. Since the print data is much larger than normal mode, the processing time, data transfer time and print time will be longer.

- **Fine:** 600 x 600 dpi. Better print quality than **Normal** mode and faster print speed than **Super Fine**.

- **Normal:** 600 x 300 dpi. Good print quality with typical print speed.

- **Fast:** 600 x 150 dpi. The fastest print mode and the lowest ink consumption. Use this mode to print large volume originals or a original for proofing.

Media Type	Color/Grayscale	Print Quality Selection
Plain Paper	Color/Grayscale	*Fast, **Normal**, Fine, S.Fine*
Inkjet Paper	Color	*Fine, **S.Fine**, Photo*
	Grayscale	*Fine, **S.Fine**, Photo*
Glossy Paper (4 or 3 color)	Color	*S.Fine, **Photo***
	Grayscale	***S.Fine**, Photo*
Transparencies	Color/Grayscale	***Fine**, S.Fine*

The factory settings are shown in bold.

Bi-Directional Printing

When **Bi-Directional Printing** is selected, the print heads print in both directions and offer faster print speeds. When not selected, the print heads will only print in one direction to provide higher quality printouts.
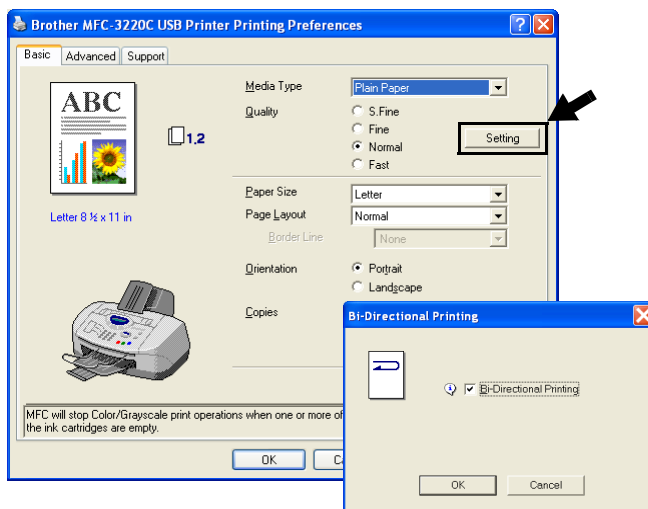
Paper Size

The **Paper Size** selection provides a large selection of standard paper sizes. If you wish, you can create a custom size ranging from 3.5" x 4" (88.9 $\times$ 101.6 mm) to 8.5" x 14" (215.9 $\times$ 355.6 mm). From the drop-down box, select the **Paper Size** you are using.

Paper Size	Letter ▼

You can enter custom size by selecting *User Defined*. Select the proper paper thickness to improve the quality of your output.

User Defined Size	✕
Custom Paper Size Name	▼
Width	[3.5 .. 8.5]	8.5
Height	[4.0 .. 14.0]	11.0
Unit	○ mm	● inch
Paper Thickness	Regular ▼
	Save	Delete
OK	Cancel	Help
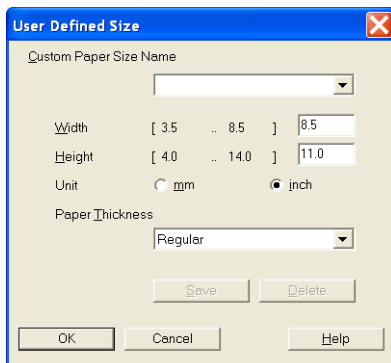
Page Layout

The **Page Layout** selection can reduce the image size of a page allowing multiple pages to be printed on one sheet of paper or enlarging the image size for printing one page on multiple sheets of paper.

✎ If you are using Windows® 98/98SE/Me, the 4 in 1 layout is not available.

Border Line

When printing multiple pages on one sheet with the **Page Layout** feature, you can choose to have a solid border, dashed border or no border around each page on the sheet.

Page Layout	2 in 1 ▼
Border Line	None ▼
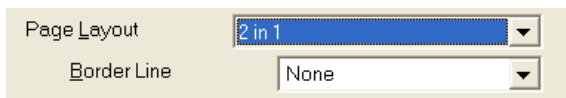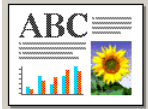
Orientation

Orientation selects the position of how your original will be printed (**Portrait** or **Landscape**).

Portrait (Vertical)	**Landscape** (Horizontal)

Copies

The **Copies** selection sets the number of copies that will be printed (1 to 999).

Collate

With the **Collate** check box selected, one complete copy of your original will be printed and then repeated for the number of copies you selected. If the **Collate** check box is not selected, then each page will be printed for all the copies selected before the next page of the original is printed.

Reverse Order

Reverse Order prints the pages of your original in the opposite order.

Advanced tab

1 2 3 4
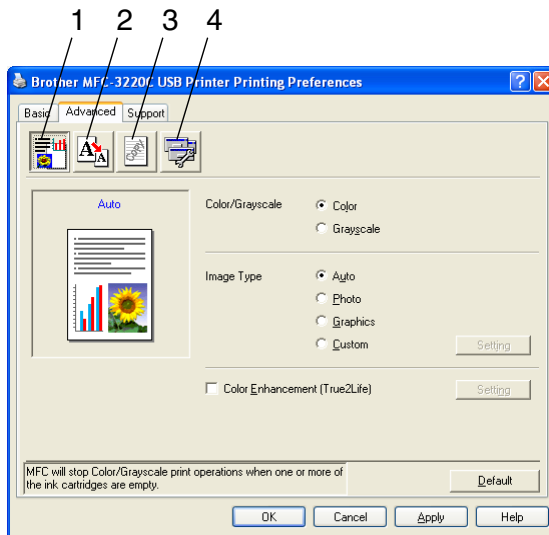
To return to the default settings, click the **Default** button.

Change the tab settings by selecting one of the following icons:

1. Color
2. Scaling
3. Watermark
4. Device Options

Color

Color/Grayscale

This selection allows a color original to be printed in black and white using gray scale.

| Color/Grayscale | ⦿ Color |
| | ○ Grayscale |
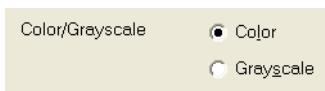
Image Type

The printer driver will select the most suitable color matching and half tone method, depending on your image type. Generally, text and business graphics are printed vividly and photographic images are printed softly.

- ■ **Auto:** The printer driver automatically selects the image type.
- ■ **Photo:** Select this mode for photographic images.
- ■ **Graphics:** Select this mode for originals that contain text or business graphics (charts or clip art).
- ■ **Custom:** If you want to select the color matching and halftone method, manually select this mode.

Image Type	⦿ Auto
	○ Photo
	○ Graphics
	○ Custom
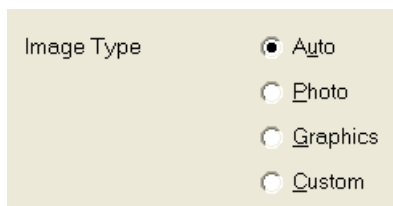
Custom Image Type

You can select the color matching method manually. Select the best one for your original.
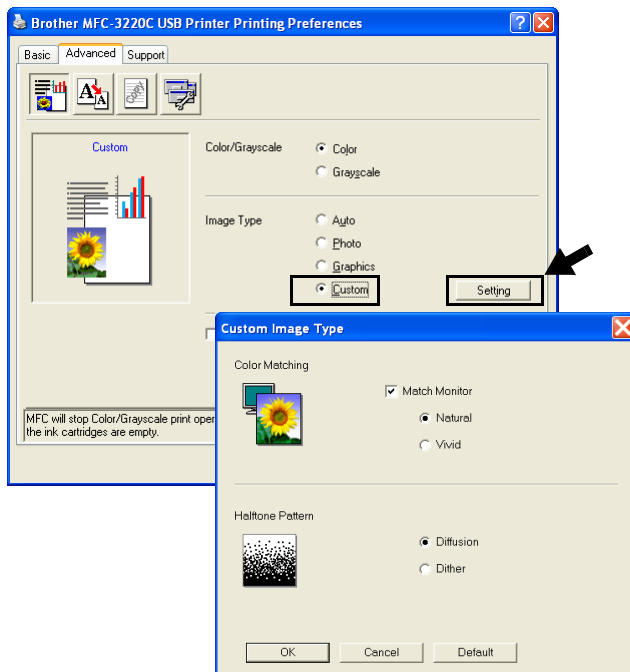
Match Monitor

Color is adjusted to get the closest color match to the PC monitor.

■ **Natural:** Suitable for photographic images. The color is adjusted to print a more natural color.

■ **Vivid:** Suitable for business graphics such as charts, graphics and text. The color is adjusted to give more vivid color.

Halftone Pattern

The machine can use two methods (**Diffusion** or **Dither**) to arrange where to place dots to express halftones. There are some predefined patterns set for this and you can select which one to use for your original. Select the appropriate method.

■ **Diffusion:** Dots are placed at random to create the halftones. This method of printing is more suitable for printing photographs that have delicate shades and graphics.

■ **Dither:** Dots are arranged in a pre-defined pattern to make halftones. This type of printing is more suitable to printing graphics that have definite color boundaries or for printing charts such as business charts.

✎ Some halftone settings cannot be selected with certain combinations of **Media Type** and **Quality** selections.

Color Enhancement (True2Life®)

Selecting **Color Enhancement** (**True2Life®**) enables the **True2Life®** feature. This feature analyzes your image to improve quality sharpness, white balance and color density. This process may take several minutes depending on the size of the image and the specifications of your computer.
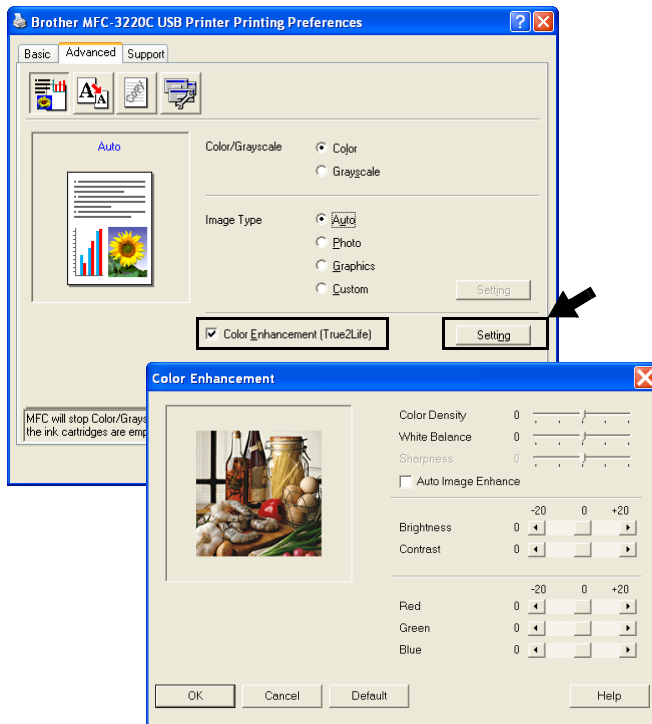
■ **Color Density**
   This setting adjusts the total amount of color in the image. You can increase or decrease the amount of color in an image to improve a washed out or weak picture.

■ **White Balance**
   This setting adjusts the hue of the white areas of an image. Lighting, camera settings and other influences will effect the appearance of white. The white areas of a picture may be slightly pink, yellow or some other color. By using this adjustment you can correct this effect and bring the white areas back to pure white.

■ **Sharpness**
This setting enhances the detail of an image. It is similar to adjusting the fine focus on a camera. If the image is not in true focus and you can not see the fine details of the picture, then adjust the sharpness.

■ **Auto Image Enhance**
Allows individual adjustment of picture settings to improve the printed image and analyzes data from surrounding or neighboring pixels in the original.

■ **Brightness**
This setting adjusts the brightness of the whole image. To lighten or darken the image move the scroll bar to the left or right.

■ **Contrast**
This setting adjusts the contrast of an image. This will make darker areas darker and lighter areas lighter. Increase the contrast when you want an image to be clearer. Decrease the contrast when you want an image to be more subdued.

■ **Red**
Increases the intensity of the **Red** color to make the image more red.

■ **Green**
Increase the intensity of the **Green** color to make the image greener.

■ **Blue**
Increase the intensity of the **Blue** color to make the image bluer.

Scaling

You can change the print size of your original with the **Scaling** feature.
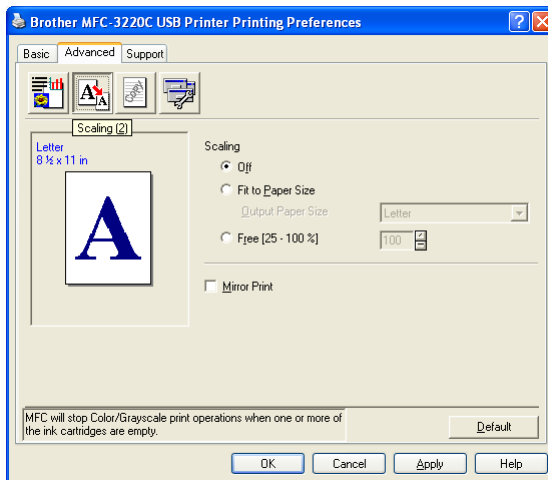
■ Check **Off** if you want to print the original as it appears on your screen.

■ Check **Fit to Paper Size**, if your original has an unusual size, or if you have only the standard size paper.

■ Check **Free** if you want to reduce the size.

■ Check **Mirror Print** to reverse the data from left to right.

Watermark

You can place a logo or text into your original as a Watermark. You can select one of the preset Watermarks, or you can use a bitmap file or text file that you have created.

Check **Use Watermark**, and then select the watermark you want to use.
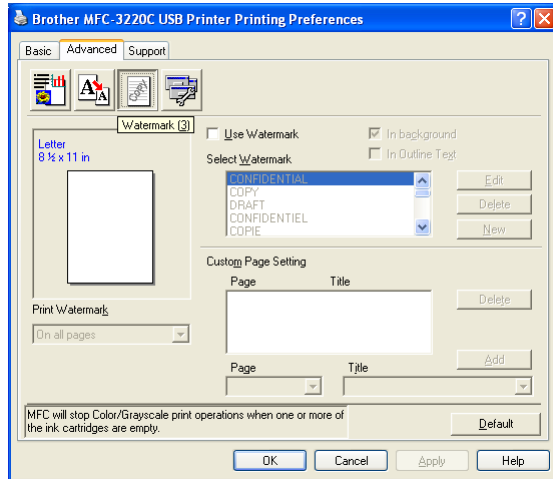
In background

Check **In background** with the Watermark to print the watermark image in the background of your original. If this feature is not checked then the Watermark will be printed on top of your original.

In Outline Text (Window® 2000 Professional/XP Only)

Check **In Outline Text** if you only want to print an outline of the watermark.

Print Watermark

The **Print Watermark** feature offers the following print choices:

■ *On all pages*
■ *On first page only*
■ *From second page*
■ *Custom*

Watermark Style

You can change the Watermark's size and position on the page by selecting the Watermark, and clicking the **Edit** button. If you want to add a new Watermark, click the **New** button, and then select **Text** or **Bitmap** in the **Watermark Style**.
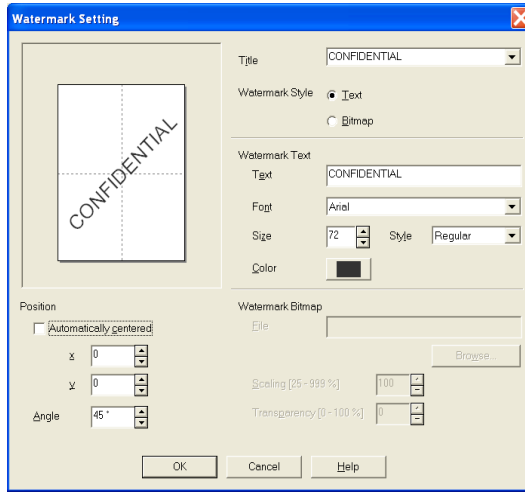
- **Titile**

  You can select the CONFIDENTIAL, COPY or DRAFT as the standard title or enter a title you like in the field.

- **Watermark Text**

  Enter your Watermark text into the **Text** Box, and then select the **Font**, **Size**, **Color** and **Style**.

- **Watermark Bitmap**

  Enter the file name and location of your bitmap image in the **File** box, or **Browse** for the file location. You can also set the scaling size of the image.

- **Position**

  This setting offers you the control for where the Watermark is to be positioned on the page.

Device Options

Lets you set the following Printer Functions:
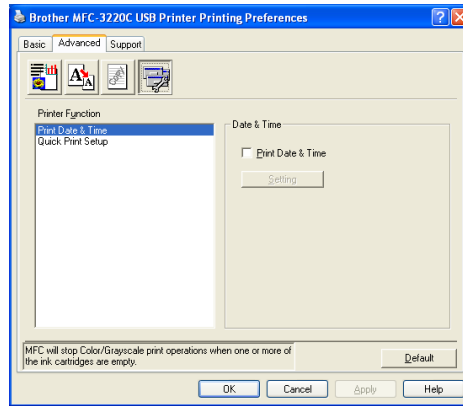
Print Date & Time

When enabled the **Print Date and Time** feature will print the date and time on your original from your computer's system clock.
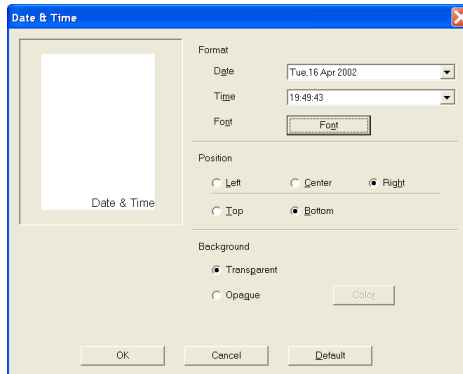
Click the **Setting** button to change the **Date** and **Time** format, and the **Position** and the **Font**. To include a background with the **Date** and **Time**, select **Opaque**. When **Opaque** is selected, you can click on the **Color** button to change the color of the **Date** and **Time** background.

The **Date** and **Time** in the selection box shows the format that will be printed. The actual **Date** and **Time** printed on your original is automatically retrieved from the settings of your computer.

Quick Print Setup
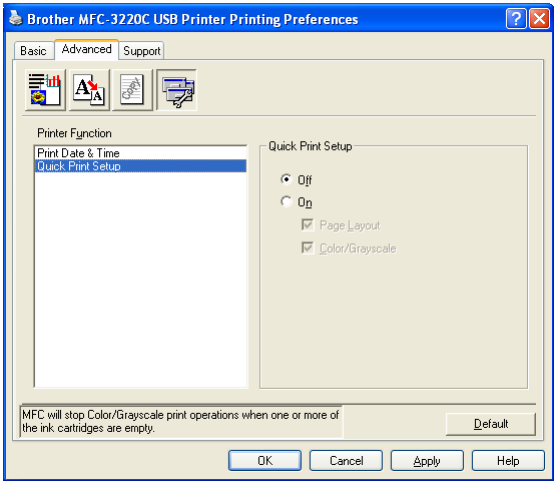
The **Quick Print Setup** feature allows you to quickly select driver settings. To view settings, simply click your mouse button on the task tray icon. This feature can be set to **ON** or **OFF** from the **Device Options**.
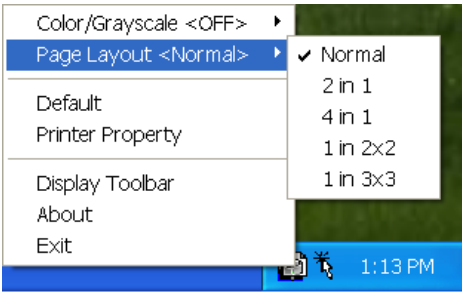
Support tab

The **Support** Tab provides driver version and setting information. In addition there are links to the **Brother Solutions Center** and the Driver Update Web sites.

Click the **Support** tab to display the following screen:

Brother Solutions Center

The **Brother Solutions Center** is a Web site offering information about your Brother product including FAQs (Frequently Asked Questions), User Guides, Driver Updates and Tips for using your machine.

Web Update

Web Update checks the Brother web site for updated drivers, and automatically downloads and updates the printer driver on your computer.

Check Setting

The **Check Setting** selection displays a list of your current driver settings.

2 **How to scan using Windows®**

The scanning operations and drivers will be different depending on your operating system.

For Windows® 98/98SE/Me and 2000 Professional

The machine uses a TWAIN Compliant driver for scanning originals from your applications. (See *Scanning an original (For Windows® 98/98SE/Me and 2000 Professional only)*, *TWAIN compliant* on page 2-2.)

For Windows® XP

The machine uses Windows® Imaging Acquisition (WIA) for scanning originals. (See *Scanning an original (For Windows® XP only)* on page 2-11.)

For Macintosh®

Go to *Scanning from a Macintosh®* on page 9-12.

For ScanSoft®, PaperPort® and TextBridge® OCR
Go to *Using ScanSoft® PaperPort® and TextBridge® OCR* on page 2-24.

Descriptions in this chapter are based on the MFC-3220C and MFC-3420C. These descriptions also apply to the other machines.

Scanning an original (For Windows® 98/98SE/Me and 2000 Professional only)

TWAIN compliant

The Brother MFL-Pro Suite software includes a TWAIN compliant scanner driver. TWAIN drivers meet the standard universal protocol for communicating between scanners and software applications. This means that not only can you scan images directly into the PaperPort® viewer that Brother included with your machine, but you can also scan images directly into hundreds of other software applications that support TWAIN scanning. These applications include popular programs like Adobe® Photoshop®, Adobe® PageMaker®, CorelDraw® and many more.

For Windows® XP

The machine uses Windows® Imaging Acquisition (WIA) for scanning originals. (See *Scanning an original (For Windows® XP only)* on page 2-11.)

How to access the Scanner

1 Open the software application (ScanSoft® PaperPort®) to scan an original.

📝 The instructions for scanning in this Guide are for when you use ScanSoft® PaperPort® 8.0SE.

2 Select **Scan** from the **File** drop-down menu or select the **Scan** button. The **Scan** panel appears in the left panel.

3 Select **Brother MFC-XXXXC USB** or **Brother MFC-XXXXCN LAN** from the **Scanner** drop-down list box. (Where XXXX is your model name.)

📝 If the MFC is connected via:

USB-use **Brother MFC-XXXXC USB**

LAN-use **Brother MFC-XXXXCN LAN**

(Where XXXX is your model name.)

4 Click **Scan**

The Scanner Setup dialog box will appear:
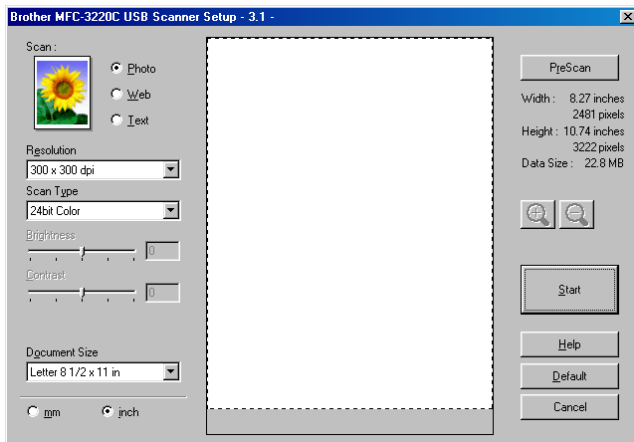
Scanning an original into the PC

You can scan a whole page

—**OR**—

Scan a portion of the page after pre-scanning the original.

Scanning a whole page

1 Load your original.

2 Adjust the following settings, if required, in the Scanner window:

- ■ **Image Type**
- ■ **Resolution**
- ■ **Scan Type**
- ■ **Brightness**
- ■ **Contrast**
- ■ **Document Size**

After you select an original size, you can adjust the scanning area further by clicking the left mouse button and dragging it. This is required when you want to crop an image when scanning.

See *Settings in the Scanner window* on page 2-7.

3 Click the **Start** button in the scanner window.
When scanning is completed, click **Cancel** to return to the PaperPort® window.

Pre-Scanning to crop a portion you want to scan

The **PreScan** button is used to preview an image for cropping any unwanted areas from the image. When you are satisfied with the preview, click the **Start** button in the scanner window to scan the image.

1 Load your original.

Scanning area
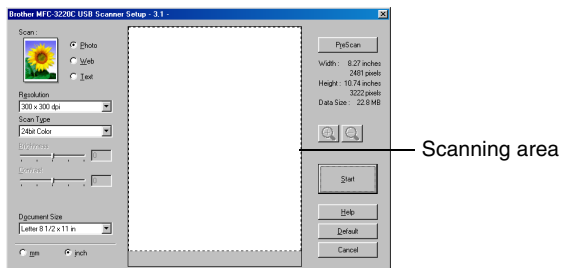
2 Select the settings for **Image Type**, **Resolution**, **Scan Type**, **Brightness**, **Contrast** and **Document Size**, as needed.

3 In the Scanner Setup dialog box, click the **PreScan** button. The entire original will be scanned into the PC and will appear in the Scanning Area.

Scanning area
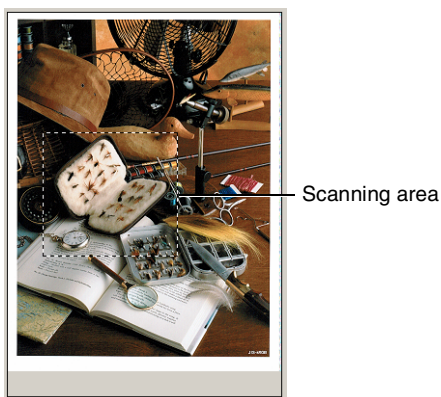
4 Select the portion you want to scan by clicking the left mouse button and dragging it.

✎ If you enlarge the image using ⊕ button, you can then use the ⊖ button to restore the image to its former size.

5 Load your original again.

✎ If your model is flatbed type, and you load the original on the scanner glass in step 1, please skip this step.

6 Click **Start**.
This time only the selected area of the original will appear in the PaperPort® window (or your software application window).

7 In the PaperPort® window, use the options available to refine the image.

Settings in the Scanner window

Image Type

Select the image type of output from **Photo**, **Web** or **Text**.
Resolution and **Scan Type** will be altered for each default setting.

The default settings are:

Image Type		Resolution	Scan Type
Photo	Select for scanning photo images.	300 x 300 dpi	24-bit color
Web	Select for attaching the scanned image to web pages.	100 x 100 dpi	24-bit color
Text	Select for scanning text originals.	200 x 200 dpi	Black & White

Resolution

You can change the scanning resolution from the **Resolution** drop down list. Higher resolutions take more memory and transfer time, but can achieve a finer scanned image. The following table shows the resolution you can choose and the available colors.

Resolution	Black & White / Gray (Error Diffusion)	256 color	True Gray / 24 bit color
100 x 100 dpi	Yes	Yes	Yes
150 x 150 dpi	Yes	Yes	Yes
200 x 200 dpi	Yes	Yes	Yes
300 x 300 dpi	Yes	Yes	Yes
400 x 400 dpi	Yes	Yes	Yes
600 x 600 dpi	Yes	Yes	Yes
1200 x 1200 dpi	Yes	No	Yes
2400 x 2400 dpi	Yes	No	Yes
4800 x 4800 dpi (For MFC-3420C and MFC-3820CN Only)	Yes	No	Yes
9600 x 9600 dpi (For MFC-3420C and MFC-3820CN Only)	Yes	No	Yes

Scan Type

Black & White: Set the Scan Type to **Black & White** for text or line art.

Gray Scale: Set the Scan Type to **Gray (Error Diffusion)** or **True Gray** for photographic images.

Colors: Set either:

256 Color, which scans up to 256 colors, or **24 bit Color** which scans up to 16.8 million colors.

Although using **24 bit Color** creates an image with the most accurate colors, the image file will be approximately three times larger than a file created with **256 Color**.

Brightness

Adjust this settings (-50 to 50) to obtain the best image. The default value is 0, representing an 'average'.

You can set the level by dragging the slide bar to the right or left to lighten or darken the image. You can also type a value in the box for the setting.

If the scanned image is too light, set a lower brightness value and scan the original again. If the image is too dark, set a higher brightness value and scan the original again.

It is only available when Black & White or Grey is selected.

Contrast

This setting is adjustable only when you have selected one of the gray scale settings. It is not available when **Black & White** and **Color** settings are selected as the **Scan Type**.

You can increase or decrease the contrast level by moving the slide bar to the left or right. An increase emphasizes dark and light areas of the Image, while a decrease reveals more detail in gray areas. You can also type a value in the box for the setting.

Document Size

Set the Size to one of the following:

■ Letter (8 1/2 x 11 in.)

■ A4 (210 x 297 mm)

■ Legal (8 1/2 x 14 in.)

■ A5 (148 x 210 mm)

■ B5 (182 x 257 mm)

■ Executive (7 1/4 x 10 1/2 in.)

■ Business Card (90 x 60 mm)
(For MFC-3420C and MFC-3820CN Only)

■ Photo 3.5 x 5 in. (9 x 13 cm)

■ Photo 5 x 7 in. (13 x 18 cm)

■ APS C 4 x 6 in. (10 x 15 cm)

■ Custom (User adjustable from 0.35 x 0.35 in. to 8.5 x 14 in or
8.9 x 8.9 mm to 215.9 x 355.6 mm.)

If your machine is flatbed type (MFC-3420C or MFC-3820CN), you
can scan business cards. To scan business cards, select the
document size, and then place the original face down at the center of
scanner glass.

When scanning photographs or other images for use in a word processor
or other graphics application. You should try different settings for the
contrast and resolution modes to see which best suits your needs.

If you selected **Custom** as the size, The **Custom Document Size** dialog box will appear.
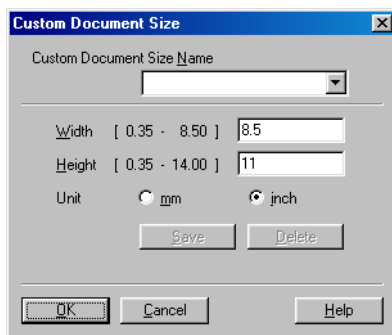
Type the **Name, Width** and **Height** for the original.

You can choose "mm" or "inch" as the unit for Width and Height.

You can see the actual paper size you selected on the screen.
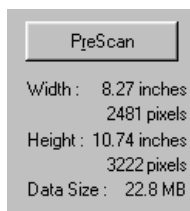
■ **Width**: shows the width of scanning area

■ **Height**: shows the height of scanning area

■ **Data Size**: shows the approximate data size calculated in a Bitmap format. The size will be different for other file formats such as JPEG.

Scanning an original (For Windows® XP only)

WIA compliant

Windows® XP uses Windows® Image Acquisition (WIA) for scanning images from the machine. You can scan images directly into the PaperPort® viewer that Brother included with your machine or you can scan images directly into any other software application that supports WIA or TWAIN scanning.

How to access the scanner

1 Open your software application to scan an original.

✐ The instructions for scanning in this Guide are for when you use ScanSoft® PaperPort® 8.0. The steps for scanning from another application may vary.

2 Select **Scan** from the **File** drop-down menu or select the Scan button.

The **Scan** panel appears in the left panel.

3 Select the scanner you are using from the **Scanner** drop-down list box.

4 Click **Scan**.

The Scan dialog box will appear:
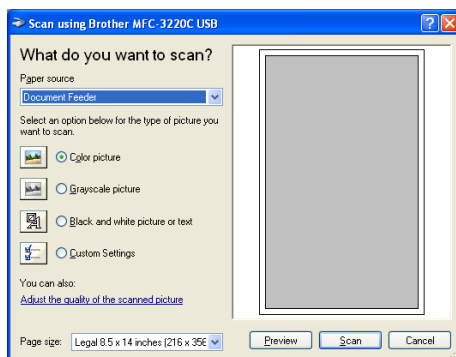
Scanning an original into the PC (MFC-3220C and MFC-3320CN only)

1 Load your original.

A — Paper source: Document Feeder

B — Color picture / Grayscale picture / Black and white picture or text / Custom Settings

C — You can also: Adjust the quality of the scanned picture

D — Page size: Legal 8.5 x 14 inches (216 x 356...)
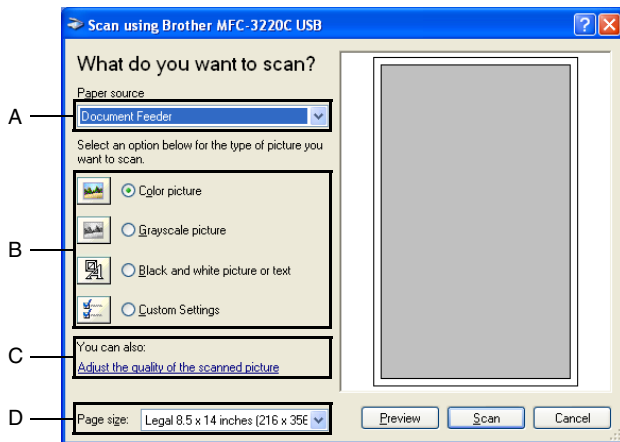
2 Select the picture type (B).

3 Select the **Paper size** from the drop-down list box (D).

4 If you require advanced settings, click on the tab **Adjust the quality of the scanned picture** (C). You can select **Brightness**, **Contrast**, **Resolution** and **Picture Type** from the **Advanced Properties**. Click the **OK** button after you choose your settings.
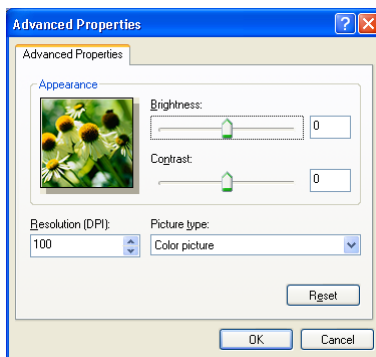
5 To start scanning your original, click the **Scan** button in the Scan dialog box.

■ The scanner resolution you can select is up to 1200 × 1200 dpi.

■ For resolutions greater than 1200dpi, use the Brother Scanner Utility. (See *Brother Scanner Utility* on page 2-18.)

■ You cannot select the Paper source (A) other than Document Feeder.

Scanning an original into the PC (MFC-3420C and MFC-3820CN only)

There are two ways in which you can scan a whole page. You can either use the ADF (automatic document feeder) or the Flatbed scanner glass.

If you would like to scan and then crop a portion of the page after pre-scanning the original, you will need to use the scanner glass (Flatbed). (See *Pre-Scanning to crop a portion you want to scan* on page 2-5.)

Scanning an original using the ADF

1 Load your original.
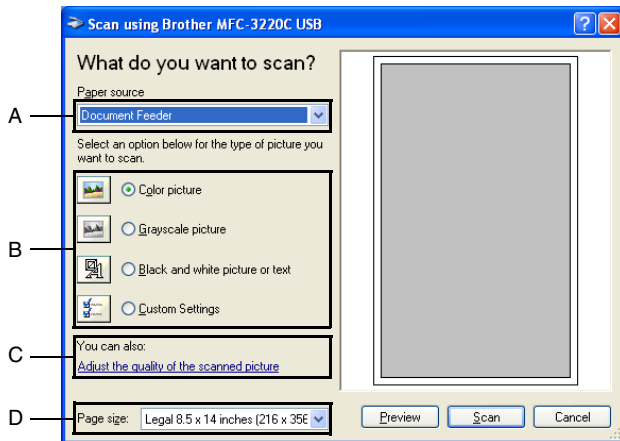
2 Select the **Document Feeder** from the **Paper source** drop-down list box (A).

3 Select the picture type (B).

4 Select the **Paper size** from the drop-down list box (D).

5 If you require advanced settings, click on the tab **Adjust the quality of the scanned picture** (C). You can select **Brightness**, **Contrast**, **Resolution** and **Picture Type** from the **Advanced Properties**. Click the **OK** button after you choose your settings.
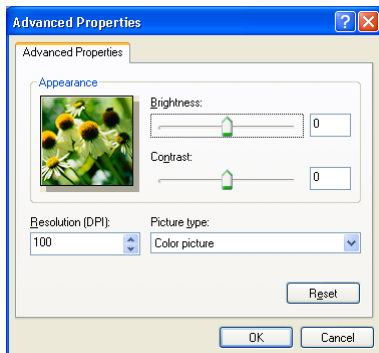
- The scanner resolution you can select is up to 1200 × 1200 dpi.

- For resolutions greater than 1200dpi, use the Brother Scanner Utility. (See *Brother Scanner Utility* on page 2-18.)

6 To start scanning your original, click the **Scan** button in the Scan dialog box.

Pre-Scanning to crop a portion you want to scan using the scanner glass (MFC-3420C and MFC-3820CN only)

The **Preview** button is used to preview an image for cropping any unwanted portions from the image. When you are satisfied with the preview, click the **Scan** button from the scanner window to scan the image.

1 Place the original face down on the scanner glass.

2 Make sure you selected **Flatbed** in the Paper source pull-down box (A).

A — Paper source / Document Feeder

B — Color picture / Grayscale picture / Black and white picture or text / Custom Settings

Scanning area

3 Select the picture type (B).

4 In the Scan dialog box, click the **Preview** button. The entire original will be scanned into the PC and will appear in the scanning area.

5 Select the portion you want to scan by clicking the left mouse button and dragging it over the area.

Scanning area
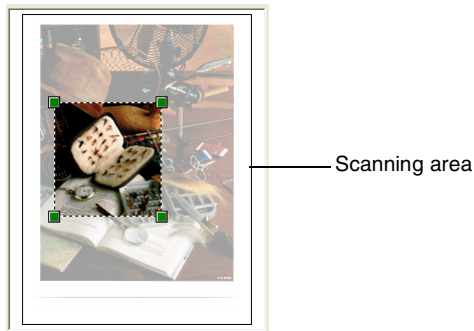
6 If you require advanced settings, click **Picture Type** from the **Adjust the quality of the scanned picture** (C). You can select **Brightness, Contrast, Resolution** and **Picture Type** from the **Advanced Properties**. Click the **OK** button after you choose your settings.
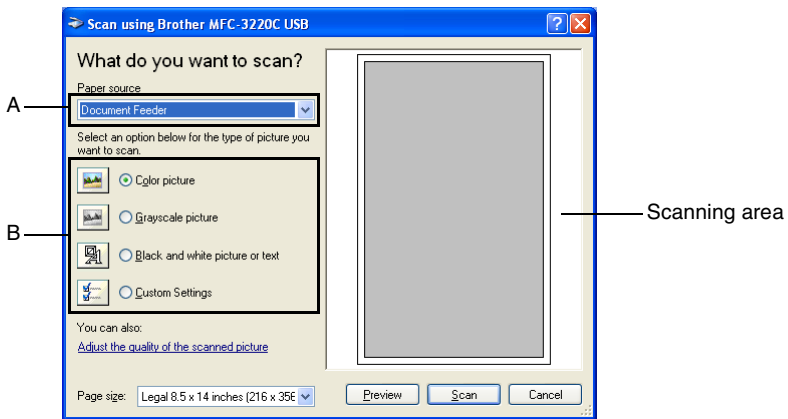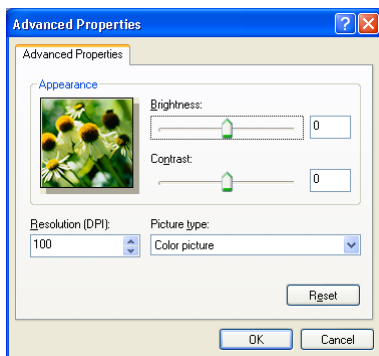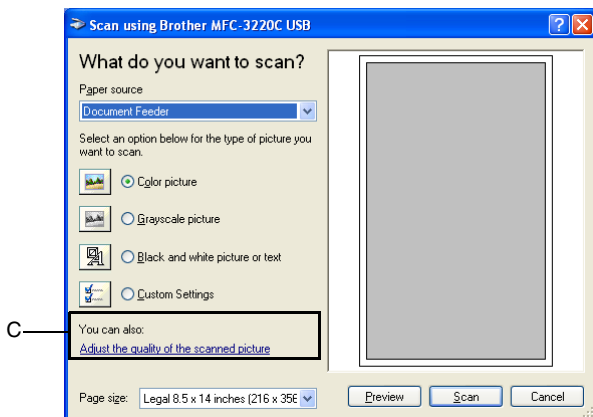

7 To start scanning your original, click the **Scan** button in the Scan dialog box.

This time only the selected area of the original will appear in the PaperPort® window (or your software application window).

Brother Scanner Utility

The Brother Scanner Utility is used for configuring the scanner driver for resolutions greater than 1200dpi and for changing the paper size. If you want to set Legal size as the default size, change the setting using this utility. You must restart your PC for the new settings to take effect.

To run the utility:

You can run the utility by selecting the **Scanner Utility** located in the **Start**/**All Programs**/**Brother**/**MFL-Pro Suite MFC-XXXXC** menu. (Where XXXX is your model name.)
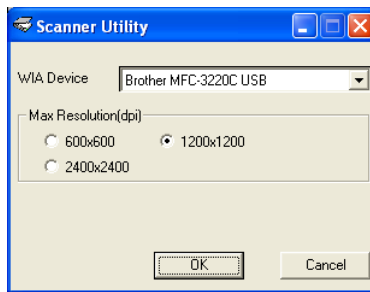
If you scan the original at resolution of greater than 1200dpi, the file size maybe very large. Please make sure that you have sufficient memory and hard disk space for the size of the file you are trying to scan. If the memory and hard disk is not sufficient then your computer may freeze and you could lose your file.

Using the Scan key (For USB cable users)

You can use ⌫ (**Scan**) on the control panel to scan originals into your word processing, graphics or E-mail applications or your computer folder. The advantage of using ⌫ (**Scan**) is that you avoid the mouse clicks required to scan from your computer.

Scan

If you are using a Macintosh®computer the ⌫ (**Scan**) key will work only for Scan to Card. (For MFC-3220CN and MFC-3820CN Only.)

Before you can use ⌫ (**Scan**) on the control panel, you must have connected the machine to your Windows® based computer and loaded the appropriate Brother Drivers for your version of Windows®.

When you are ready to use ⌫ (**Scan**), make sure the Brother Control Center application is running on your computer. For details about how to configure the Brother Control Center buttons to launch the application of your choice using ⌫ (**Scan**), go to the appropriate chapter:

■ For Windows® 98/98SE/Me and 2000 Professional, see *Using the Brother Control Center* on page 3-1.

■ For Windows® XP, see *Using the Windows® XP-Based Brother SmartUI Control Center* on page 4-1.

Scan to E-mail

You can either scan a black and white or color original into your

E-mail application as a file attachment. You can change the

(**Scan**) configuration. (See *Scan to E-mail* on page 3-10 to 3-11.)
(For Windows® XP: See *Hardware Section: Changing the Scan to button configuration* on page 4-5 to 4-11.)

1 Load your original.

2 Press (**Scan**).

Scan to E-mail ♦

3 Press ▲ or ▼ to select Scan to E-Mail.
   Press **Black Start** or **Color Start**.

   The machine will scan the original, create a file attachment, and launch your E-mail application, displaying the new message waiting to be addressed.

Scan to Image

You can scan a color picture into your graphics application for

viewing and editing. You can change the (**Scan**)

configuration. (See *Scan to Image* on page 3-14.) (For Windows® XP: See *Hardware Section: Changing the Scan to button configuration* on page 4-5 to 4-11.)

1 Load your original.

2 Press (**Scan**).

Scan to Image ♦

3 Press ▲ or ▼ to select Scan to Image.
   Press **Black Start** or **Color Start**.

   The machine will start the scanning process.

Scan to OCR

If your original is text, you can have it converted by ScanSoft® TextBridge® to an editable text file and then have the result displayed in your word processing application for viewing and editing. You can change the ✎ (**Scan**) configuration. (See *Scan to OCR (Word Processor)* on page 3-12 to 3-13.) (For Windows® XP: See *Hardware Section: Changing the Scan to button configuration* on page 4-5 to 4-11.)

1 Load your original.

2 Press ✎ (**Scan**).

> `Scan to OCR        ♦`

3 Press ⬆ or ⬇ to select `Scan to OCR`.
   Press **Black Start** or **Color Start**.

   The machine will start the scanning process.

Scan to File

You can scan a black and white or a color original into your computer and save it as a file in the folder you choose. The file type and specific folder are based on the settings you have chosen in the Scan to File screen of the Brother MFL-Pro Control Center. (See *Scan to File* on page 3-8 to 3-9.) (For Windows® XP: See *Hardware Section: Changing the Scan to button configuration* on page 4-5 to 4-11.)

1 Load your original.

2 Press ✎ (**Scan**).

> `Scan to File      ♦`

3 Press ⬆ or ⬇ to select `Scan to File`.
   Press **Black Start** or **Color Start**.

   The machine will start the scanning process.

Scan to Card (MFC-3320CN and MFC-3820CN only)

You can scan black and white and color originals into a media card. Black and white originals will be stored in PDF (*.PDF) or TIFF file formats (*.TIF). Color originals may be stored in PDF (*.PDF) or JPEG (*.JPG) file formats. The default setting is COLOR 150dpi and the default file format is PDF. File names default to the current date. For example, the fifth image scanned on July 1, 2002 would be named 07010205.PDF. You can change the color, quality and file name as you want.

Quality	Selectable File Format	Default File Format
B/W 200x100 dpi	TIFF / PDF	TIFF
B/W 200 dpi	TIFF / PDF	TIFF
Color 150 dpi	JPEG / PDF	PDF
Color 300 dpi	JPEG / PDF	PDF
Color 600 dpi	JPEG / PDF	PDF

You can choose the default file format for Black & White or color files. (See *Changing the default color file format* on page 2-23 and *Changing the default Black & White file format* on page 2-23.)

1 Insert a SmartMedia®, CompactFlash®, Memory Stick® or SecureDigital card into your machine.

Do not take out the media card while **PhotoCapture** is blinking to keep from damaging the card or data stored on the card.

2 Load your original.

3 Press ✏ (**Scan**).

4 Press ▲ or ▼ to select Scan to Card.

To change quality, press **Menu/Set** and go to Step 5.

—**OR**—

Press **Black Start** or **Color Start** to start scanning without Changing any settings.

5 Press ▲ or ▼ to select the quality you want.

To change the file type, press **Menu/Set** and go to Step 6.

—**OR**—

To start scanning, press **Black Start** or **Color Start**.

6 Press ⬆ or ⬇ to select the file type you want.

To change the file name, press **Menu/Set** and go to Step 7.

—**OR**—

To start scanning, press **Black Start** or **Color Start**.

7 File name is automatically changed, but you can use the dial pad to enter the file name. (You can only change the first 6 digits.)

Press **Black Start** or **Color Start** to start scanning.

Changing the default quality

1 Press **Menu/Set**, **4**, **7**, **1**.

`1.Quality`

2 Press ⬆ or ⬇ to select
`B/W 200x100 dpi`, `B/W 200 dpi`, `Color 150 dpi`,
`Color 300 dpi` or `Color 600 dpi`.

Press **Menu/Set**.

3 Press **Stop/Exit**.

Changing the default Black & White file format

1 Press **Menu/Set**, **4**, **7**, **2**.

`2.B/W File Type`

2 Press ⬆ or ⬇ to select `TIFF`
or `PDF`.

Press **Menu/Set**.

3 Press **Stop/Exit**.

Changing the default color file format

1 Press **Menu/Set**, **4**, **7**, **3**.

`3.ColorFile Type`

2 Press ⬆ or ⬇ to select `PDF` or
`JPEG`.

Press **Menu/Set**.

3 Press **Stop/Exit**.

Using ScanSoft® PaperPort® and TextBridge® OCR

ScanSoft® PaperPort® for Brother is a document management application. You will use PaperPort® to view scanned originals.

PaperPort® has a sophisticated, yet easy-to-use, filing system that will help you organize your graphics and text originals. It allows you to combine or "stack" originals of different formats for printing, faxing or filing.

ScanSoft® PaperPort® can be accessed through the ScanSoft® PaperPort® program group.

See *Documentation for ScanSoft® PaperPort® on the CD-ROM.*
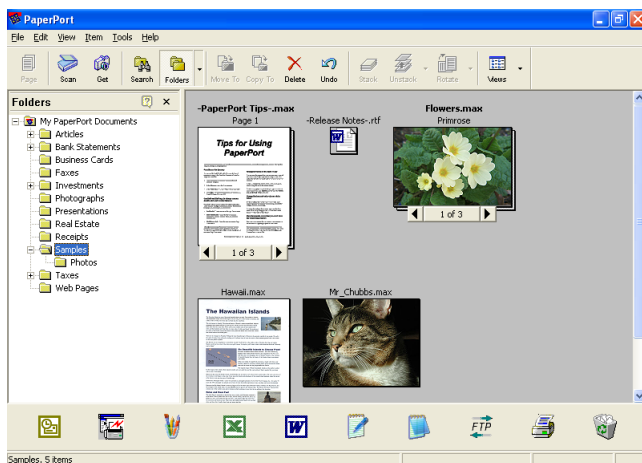
The complete ScanSoft® PaperPort® Users Guide, including ScanSoft® TextBridge® OCR, is in the Documentation on the CD-ROM.

This chapter is only an introduction to the basic operations.

When you install MFL-Pro Suite, ScanSoft® PaperPort® for Brother and ScanSoft® TextBridge® OCR are installed automatically.

If you are using Windows® XP or Windows® 2000 Professional, we recommend that you are logged on with administrator rights.

Viewing items

ScanSoft® PaperPort® provides several ways to view items:

Desktop View displays a thumbnail (a small graphic that represents each item in a Desktop or folder).

Items in the selected folder appear on the PaperPort**®** Desktop. You can see PaperPort® items (MAX files) and non-PaperPort® items (files created using other applications).

Non-PaperPort® items include an icon that indicates the application that was used to create the item; a non-PaperPort® item is represented by a small rectangular thumbnail and not an actual image.
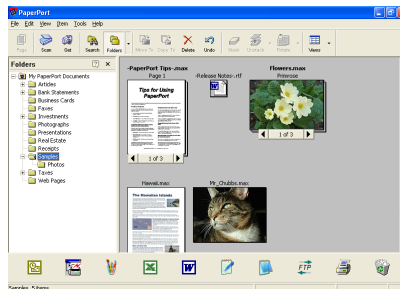
Desktop View displays items
as thumbnails

Page View displays a close-up of a single page and you can open a PaperPort® item by double-clicking on it.

As long as you have the appropriate application on your computer to display it, you can also double-click a non-PaperPort® item to open it.
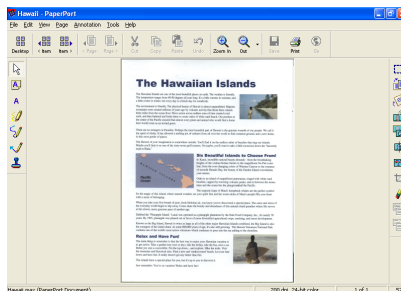
Page View displays each item
as a full page

Organizing your items in folders

PaperPort® has an easy-to-use filing system for organizing your items. The filing system consists of folders and items that you select to view in Desktop View. An item can be a PaperPort® item or a non-PaperPort® item:

■ Folders are arranged in a "tree" structure in the Folder View. You use this section to select folders and view their items in Desktop View.

■ You can simply drag and drop an item onto a folder. When the folder is highlighted, release the mouse button and the item is stored in that folder.

■ Folders can be "nested"—that is, stored in other folders.

■ When you double-click a folder, its items (both PaperPort® MAX files and non PaperPort® files) appear on the Desktop.

■ You can also use Windows® Explorer to manage the folders and items shown in Desktop View.

Quick links to other applications

ScanSoft® PaperPort® automatically recognizes many other applications on your computer and creates a "working link" to them.

The Send To Bar at the bottom of the Desktop view shows icons of those linked applications.

To use a link, drag an item onto one of the icons to start the application represented by the icon. A typical use of the Send To Bar is to select an item and then fax it.

This sample Send To Bar shows several applications with links to PaperPort®.

If PaperPort® does not automatically recognize one of the applications on your computer, you can manually create a link using the **Add to Send To Bar...** command.
(See PaperPort® in the Documentation section on the CD-ROM for more information about creating new links.)

ScanSoft® TextBridge® OCR lets you convert image text into text you can edit

ScanSoft® PaperPort® can quickly convert the text on a ScanSoft® PaperPort® item (which is really just a picture of the text) into text that you can edit with a word processing application.

PaperPort® uses the optical character recognition application ScanSoft® TextBridge®, which comes with PaperPort®

—**OR**—

PaperPort® can use your prefered OCR application if it is already on your computer. You can convert the entire item, or by using the **Copy Text** command, you can select only a portion of the text to convert.

Dragging an item onto a word-processing link icon starts PaperPort®'s built-in OCR application, or you can use your own OCR application.

You can Import items from other applications

In addition to scanning items, you can bring items into PaperPort® in a variety of ways and convert them to PaperPort® (MAX) files in several different ways:

■ Print to the Desktop View from another application, such as Microsoft® Excel.

■ Import files saved in other file formats, such as Windows® Bitmap (BMP) or Tag Image File Format (TIFF).

You can Export items in other formats

You can export or save PaperPort® items in several popular file formats, such as BMP, JPEG, TIFF, or self-viewing.

For example, to create a file for an Internet Web site, export it as a JPEG file. Web pages often use JPEG files for displaying images.

Exporting an image file

1 Select the Save As command from the File pull-down menu in the PaperPort® window. The Save 'XXXXX' as dialog box will be displayed.

2 Select the drive and directory where you want to store the file.

3 Enter the new file name and choose the file type or select a name from the File Name text box. (You can scroll through the Directories and File Name listing for prompting.)

4 Select the **Save** button to save your file, or **Cancel** to return to the PaperPort® without saving it.

How to Uninstall PaperPort® and ScanSoft® TextBridge®

For Windows® 98/98SE and Windows® Me:

Select **Start, Settings, Control Panel, Add/Remove Programs** and the **Install/Uninstall** tab.

Select **Brother Extensions for Paperport®** and click the **Add/Remove** button.

Select **PaperPort® 8.0 SE** from the list and click the **Add/Remove** button.

For Windows® 2000 Professional:

Select **Start**, **Settings**, **Control Panel** and **Add/Remove Programs**.

Select **Brother Extensions for Paperport®** and click the **Change/Remove** button.

Select **PaperPort® 8.0 SE** from the list and click the **Change** button.

For Windows® XP:

Select **Start**, **Control Panel**, **Add or Remove Programs** and the **Change or Remove Programs** icon.

Select **PaperPort® 8.0 SE** from the list and click the **Change** button.

3 Using the Brother Control Center

(For Windows® 98/98SE/Me and 2000 Professional)

> If you are using Windows® 2000 Professional, we recommend that you are logged on with administrator rights.

Brother MFL-Pro Control Center

The Brother Control Center is a software utility that pops up on the PC screen whenever paper is put in the ADF of the machine. This allows you to quickly and with very few mouse clicks, access the most frequently used scanning applications. Using the Control Center stops the need to manually startup any specific applications.

The Brother Control Center provides three operations (Scan, Copy and PC-Fax):

■ Scan directly to a file, E-mail, word processor or graphic application of your choice

■ Copy

■ PC Faxing using the Brother PC-FAX software

AutoLoad the Brother Control Center

The Control Center is loaded every time Windows® is started.

When the Control Center is loaded, the **Control Center** ⬙🖳✎🐾 11:41 icon will appear on the task bar.

If you don't want the Control Center to load automatically, you can turn off AutoLoad.

If the **Control Center** ⬙🖳✎🐾 11:41 icon does not appear on your task bar, you will have to launch the software.

Double-click the **Control Center** 🖳 icon on the desktop or from the **Start** menu, select **Programs**, **ScanSoft® PaperPort® 8.0**, and then click **Brother SmartUI POPUP**.

How to turn off AutoLoad

1 Left-click the Control Center ⬙🖳✎🐾 11:41 icon and click **Show**.

2 When the Control Center window appears, left click the **Smart Click** 🖳 **Control Center** button.

A dialog box will appear:

```
┌─ Pop-Up Setting ──────────────────────┐
│  ☑ AutoLoad Pop-Up                    │
└───────────────────────────────────────┘
┌─ Global Scanner Settings ─────────────┐
│  Text for OCR                      ▼  │
│                                       │
│  Resolution: 200x200               ▼  │
│  Color Mode: Black & White         ▼  │
│  Scan Size: A4                     ▼  │
│                                       │
│  Brightness: ──────────┤──────────    │
│  Contrast:   ──────────┤──────────    │
│  [ Save Settings ]  [ Restore Defaults ] │
│                                       │
│                          [    Ok    ] │
└───────────────────────────────────────┘
```
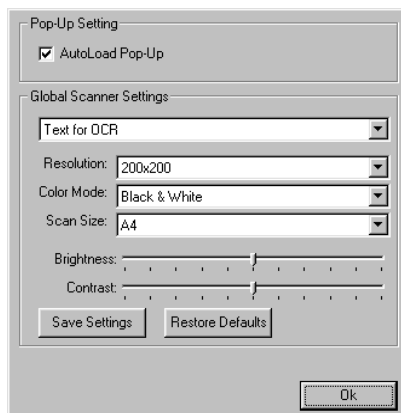
3 Uncheck the 'AutoLoad' Pop-Up check box.

Brother Control Center features

Auto Configuration

During installation the Control Center will check your system to set up the default applications for E-mail, word processing and the graphics viewer/editor.

For example, if you are using Outlook as your default E-mail application, the Control Center will create a link and a scanning application button for Outlook.

You can change a default application. Right-click the appropriate Control Center button to display *Configurations* and then click it. Select a different application.

For example, you can change a scan button from MS Word Pad

to MS Word by changing the application that is listed for the Word Processor.
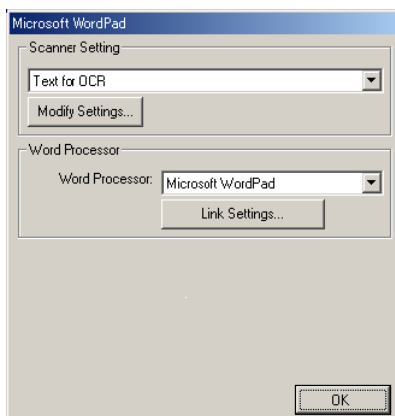
Scan to operations

Scan to File—Allows you to scan directly to a file on your computer. You can change the file type and directory for the original you are scanning.

Scan to E-mail—Allows you to scan a picture or text original directly into an E-mail application as a standard attachment. You can choose the file type and resolution for the attachment.

Scan to OCR (Word Processor)—Allows you to scan a text original , run ScanSoft® TextBridge® OCR, and insert the text original (not a graphic image) into a word processing file. You can choose the word processing application, such as Word Pad, MS Word, and so on.

Scan to Image—Allows you to scan an image directly into any graphic viewer/editor application. You can choose the graphics application, such as Microsoft Paint.

Copy operations

Copy—Allows you use the PC and any Windows® printer driver for enhanced copy operations.

You can scan the page on the Brother machine and print the copies using any of the features of the Brother machine printer driver.

—**OR**—

You can send the copy output to any standard Windows® printer driver that is on your PC.

PC-Fax operation

Send a Fax—Allows you scan a picture or text original and send the image as a fax from the PC using the Brother PC-FAX software.

Scanner settings for Scan, Copy and PC-Fax buttons

When the Pop-Up screen appears, you can access the Scanner Settings window.

Click the **Smart Click** Control Center icon at the top right of the Brother Control Center screen

—**OR**—

Click the **Modify Settings** button on any of the Configuration screens.
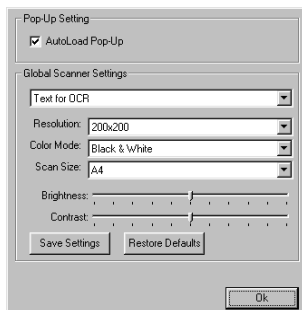
Global settings

AutoLoad Pop-Up—Select this checkbox if you want Brother MFL Control Center to load when you turn on your computer.

Setting up the scanner configurations

The Pop-Up application stores eight different scanning modes. Each time you scan an original, you can choose the most appropriate scanning mode from the following:

Faxing, Filing and Copying
Text for OCR
Photos
Photos (High Quality)
Photos (Quick Scan)
Custom
Draft Copy
Fine Copy

Each mode has its own set of stored settings. You can keep the factory default settings or change them at any time:

Resolution—From the pull-down list, select the scanning resolution you most often use.
Color Mode—From the pull-down list, select the color settings you most often use.
Scan Size—From the pull-down list, select the scan size you most often use.
Brightness—Slide the adjuster from 0% to 100%
Contrast—Slide the adjuster from 0% to 100%

Click **OK** to save your changes. If you make a mistake or want the original default setting, just click the **Restore Defaults** button when the scanning mode is displayed.

Performing an operation from the Control Center screen

If you see this screen it means you left-clicked a button in the Control Center window without first placing an original in the ADF.
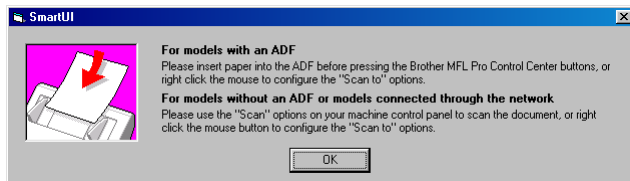
Place the original in the machine's ADF, and then click **OK** to go to the Control Center screen.

If your machine is flatbed model (MFC-3420C or MFC-3820CN), and want to scan the original from the scanner glass, please use

(**Scan**) on the control panel of the machine.

Scan to File
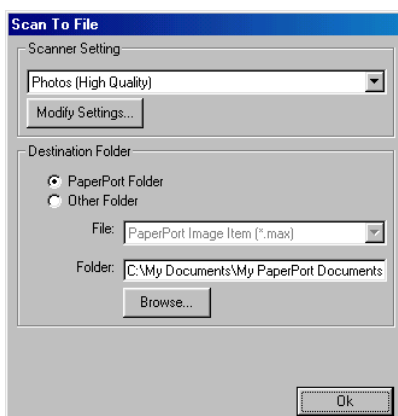
To access Scan to File Configurations screen

1 Load your original in the ADF. The Brother Control Center screen will pop up.

2 Right-click Scan to File and click on *Configuration*. Click the **Modify Settings** button to view the configuration screen of the **Control Center**.

3 To save your settings, click **OK**.

  —**OR**—

  To go back to the factory default settings, click the **Restore Defaults** button.

Scanner settings

From the pull-down list, select the scanning mode that is appropriate for the type of file: **Faxing**, **Filing and Copying**; **Text for OCR**; **Photos**; **Photos (High Quality)**; **Photos (Quick Scan)**; **Custom**; **Draft Copy** or **Fine Copy**.

To change any of the settings for the mode, click **Modify Settings**.

Destination folder

PaperPort® Folder—Select this checkbox to scan the original into your PaperPort® folder.

Other Folder—Select this checkbox, to scan the original as another file type or to store it in another directory/folder.

File—If you selected Other folder from the pull-down list, select the type of file:

    PaperPort® Image Item (*.max)

    PaperPort® Self-Viewing (*.exe)

    PaperPort® Browser-Viewable (*.htm)

    PaperPort® 5.0 Image Item (*.max)

    PaperPort® 4.0 Image Item (*.max)

    PaperPort® 3.0 Image Item (*.max)

    Windows Bitmap (*bmp)

    PC Paintbrush (*.pcx)

    PCX Multi-page (*.dcx)

    JPEG (*.jpg)

    TIFF-Uncompressed (*.tif)

    TIFF-Group 4 (*.tif)

    TIFF-Class F (*.tif)

    TIFF Multi-page - Uncompressed (*.tif)

    TIFF Multi-page - Group 4 (*.tif)

    TIFF Multi-page - Class F (*.tif)

    Portable Network Graphics (*.png)

    FlashPix (*.fpx)

To Search your system for the directory and folder you want, click the **Browse** button. Click **OK** to save your settings.

Scan to E-mail
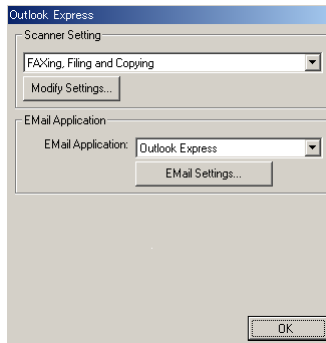
To access Scan to E-mail Configurations screen

1 Load your original in the ADF. The Brother Control Center screen will pop up.

2 Right-click the E-mail application button and click on *Configuration*. Click the **Modify Settings** button to view the configuration screen of the **Control Center**.

3 To save your settings, click **OK**.

—**OR**—

To go back to the factory default settings, click the **Restore Defaults** button.

Scanner settings

From the pull-down list, select the scanning mode that is appropriate for the type of file: **Faxing**, **Filing and Copying**; **Text for OCR**; **Photos**; **Photos (High Quality)**; **Photos (Quick Scan)**; **Custom**; **Draft Copy** or **Fine Copy**.
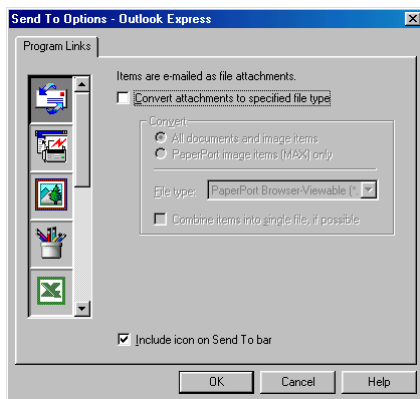
To change any of the settings for this mode, click **Modify Settings**.

E-mail application

E-mail Application—From the pull-down list, select your E-mail application.

E-mail Settings—Click the **E-Mail Settings** button to set up links.

The **Send To Options** window will appear:

Send to Options

Convert attachments to specified file type—Converts items to the type in the **File type** box. Clear this check box to keep files in their source format; for example, to keep Word documents in the .doc format and JPEG images in the .jpg format.

All documents and image items—Converts all items regardless of the program in which the item was created; for example, converts all Word (.doc) files and JPEG (.jpg) files to the file type.

PaperPort® image items (MAX) only—Converts only PaperPort® image items (.max) files. PaperPort® does not convert other file types, such as JPEG images and Word documents.

File type—Identifies the format in which to convert items; for example, JPEG or TIFF.

Combine items into single file, if possible—Combines all selected items into a single file that contains multiple pages. This option is available only when the file type supports multiple pages, such as multi-page TIFF.

Scan to OCR (Word Processor)
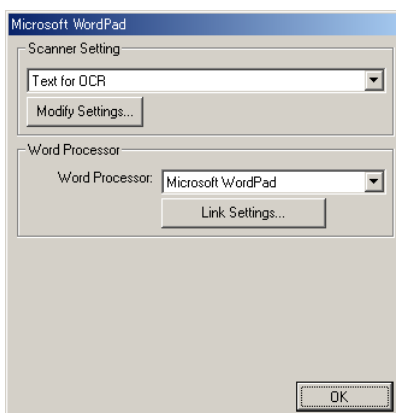
To access Scan to OCR Configurations screen

1 Load your original in the ADF. The Brother Control Center screen will pop up.

2 Right-click the word processor application button and click on *Configuration*. Click the **Modify Settings** button to view the configuration screen of the **Control Center**.

3 To save your settings, click **OK**.

—**OR**—

To go back to the factory default settings, click the **Restore Defaults** button.

Scanner settings

From the pull-down list, select the scanning mode that is appropriate for the type of file: **Faxing**, **Filing and Copying**; **Text for OCR**; **Photos**; **Photos (High Quality)**; **Photos (Quick Scan)**; **Custom**; **Draft Copy** or **Fine Copy**.

To change any of the settings for this mode, click **Modify Settings**.

Word Processor

Word Processor—From the pull-down list, select the word processor you want to use.

Click the **Link Settings** button to display the screen to set up the original format you want to use and identify the OCR program:
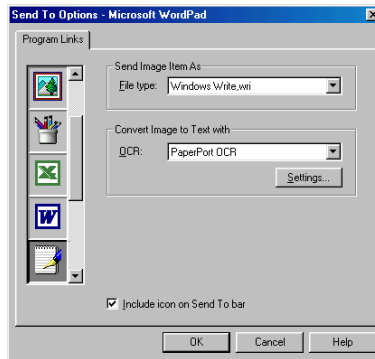

File type—From the pull-down list, select the file type you want to use for your word processor or text original s.

OCR—Identify the OCR program to use to convert scanned original images to editable original s. This option is available only when you have an OCR program other than the one provided with PaperPort®. (PaperPort® 8.0 SE uses the same OCR engine that is in ScanSoft®'s TextBridge® Pro Millennium product.)

Click the **Settings** button to choose how the OCR application will read the pages that you scan into your word processor application.
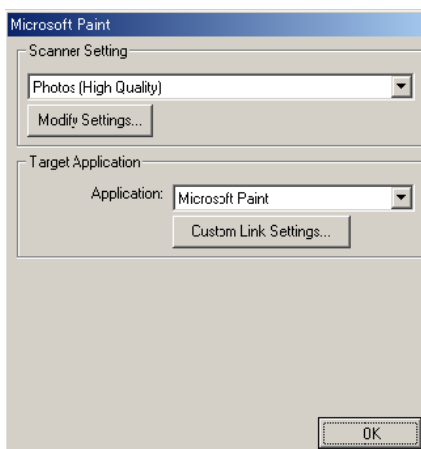
The **OCR Settings** window will appear:
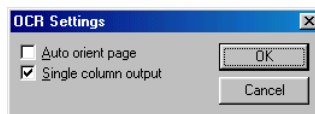
Select your setting and click **OK**.

■ *Auto orient page*—Click this checkbox to automatically rotate pages so that the text is upright.

■ *Single column output*—Click this checkbox if you want to remove columns from multi-column original s so that converted text appears in a one-column format.

Scan to Image

To access Scan to Image Configurations screen

1 Load your original in the ADF. The Brother Control Center screen will pop up.

2 Right-click the graphic application button and click on *Configuration*. Click the **Modify Settings** button to view the configuration screen of the **Control Center**.

3 To save your settings, click **OK**.

—**OR**—

To go back to the factory default settings, click the **Restore Defaults** button.

Scanner settings

From the pull-down list, select the scanning mode that is appropriate for the type of file: **Faxing**, **Filing and Copying**; **Text for OCR**; **Photos**; **Photos (High Quality)**; **Photos (Quick Scan)**; **Custom**; **Draft Copy** or **Fine Copy**.
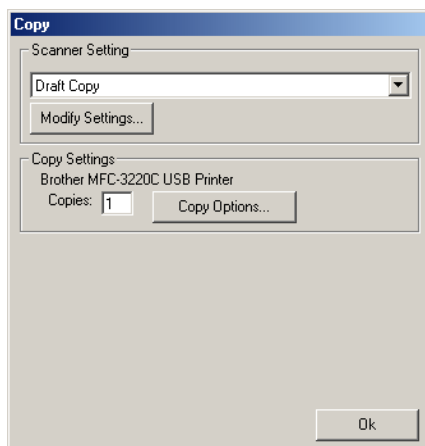
To change any of the settings for this mode, click **Modify Settings**.

Target Application

Application—From the pull-down list, select the application you want to add to this Pop-Up screen.

Click the **Custom Link Settings** button to set up links for your user-defined application.

Copy

To access the Copy Configurations screen

1 Load your original in the ADF. The Brother Control Center screen will pop up.

2 Right-click the Copy and click on *Configuration*. Click the **Modify Settings** button to view the configuration screen of the **Control Center**.

3 To save your settings, click **OK**.

—**OR**—

To go back to the factory default settings, click the **Restore Defaults** button.

Scanner settings

From the pull-down list, select the scanning mode that is appropriate for the type of file: **Draft Copy** or **Fine Copy**.

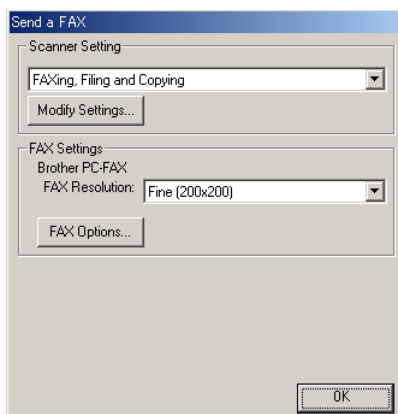To change any of the settings for this mode, click **Modify Settings**.

Number of copies

Copies—Enter the number of copies you want to print.

To change the copy options, click the **Copy Options** button.

Click **OK** to save your Copy settings.

Send a fax

To access the Send a fax Configurations screen

1 Load your original in the ADF. The Brother Control Center screen will pop up.

2 Right-click the Send a fax and click on *Configuration*. Click the **Modify Settings** button to view the configuration screen of the **Control Center**.

3 To save your settings, click **OK**.

   —**OR**—

   To go back to the factory default settings, click the **Restore Defaults** button.

Scanner settings

From the pull-down list, select the scanning mode that is appropriate for the type of file: **Faxing**, **Filing and Copying**; **Text for OCR**; **Photos**; **Photos (High Quality)**; **Photos (Quick Scan)**; **Custom**; **Draft Copy** or **Fine Copy**.

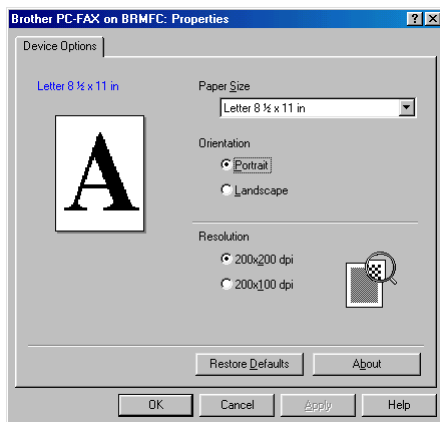To change any of the settings for this mode, click **Modify Settings**.
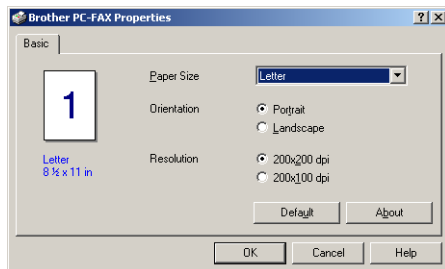
PC-FAX settings

Brother PC-Fax

FAX Resolution—Fine (200 × 200)

1 To change the fax options, click the **FAX Options** button. The Brother PC-FAX Properties screen appears:

For Windows® 98/98SE and Me

For Windows® 2000 Professional and XP

2 Select the Paper Size and Orientation (Portrait or Landscape) and click **OK**.

To go back to the factory default settings, click the **Restore Defaults** or **Default** button.

4 Using the Windows® XP-Based Brother SmartUI Control Center

(For Windows® XP)

📝 **For Windows® 98/98SE/Me and 2000 Professional**

See *Using the Brother Control Center* on page 3-1

Brother SmartUI Control Center

The Brother Control Center is a software utility that allows you to quite easily, with very few mouse clicks, access the most frequently used scanning applications. Using the Control Center eliminates the need to manually launch the specific applications and allows you to scan an original directly to a folder on your computer. The Brother Control Center provides four categories of operations:

1 Scan directly to a file, E-mail, word processor or graphics application of your choice.

2 Enhanced copy functions, such as Four/Two or One-on-One Copying.

3 PC Faxing using the Brother PC-Fax software.

4 Custom buttons allow you to configure a button to meet your own application requirements.

In the Task Tray right-click on the Control Center 🐾 icon and select **Show** to have access to the Brother SmartUI Control Center window.

AutoLoad the Brother Control Center

The Control Center is initially configured to automatically load each time Windows® is started. When the Control Center is loaded the Control Center 🔷📠✏️🕷️ 11:41 icon will appear in the task bar. If you don't want the Control Center to load automatically, you can turn AutoLoad off.

How to turn off Auto Load

1 Right-click the Control Center 🔷📠✏️🕷️ 11:41 icon in the Task Tray and select **Show**.

2 The main SmartUI Control Center window appears. Please look at the bottom of the window for a check box labelled "AutoLoad Pop-up".

3 Uncheck the AutoLoad Pop-Up option to prevent the SmartUI from automatically loading every time Windows® is started.

Brother Control Center features

The SmartUI control center gives you the ability to configure the hardware **Scan** key on your machine such as "Scan to File". The "Scan to File" feature allows you to scan an original directly to your hard disk and choose the file format and destination folder without having to run any other applications. Select which section you want by clicking on the appropriate tab.
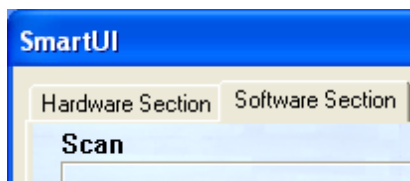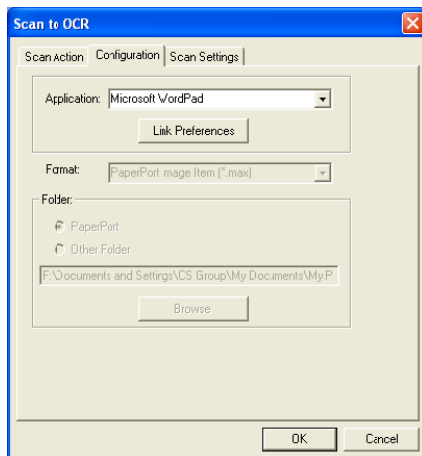
Auto Configuration

During the installation process the Control Center checks your system to determine the default applications for E-mail, word processing and graphics viewer/editor.

For example, if you are using Outlook as your default E-mail application, the Control Center automatically will create a link and a scanning application button for Outlook.

You can change the default application by right-clicking on any of the scan buttons in the Control Center and then clicking *Configuration*. Select the Configuration tab and from the Application pull down menu select a different application. For example, you can change the E-mail scan button from Outlook Express to Outlook by changing the application that is listed.

Hardware Section: Changing the Scan to button configuration

When the SmartUI Control Center is displayed, you can access the Hardware Section window to reconfigure the ⬃ (**Scan**) button on your machine. Click the Hardware Section tab at the top left of the SmartUI Control Center screen. (See *Using the Scan key (For USB cable users)* on page 2-19.)
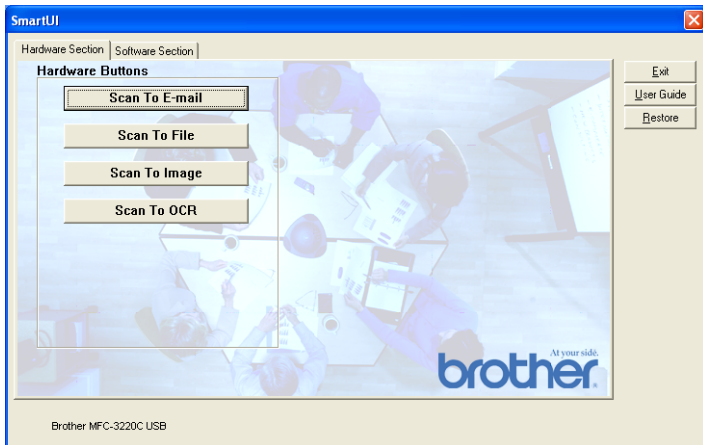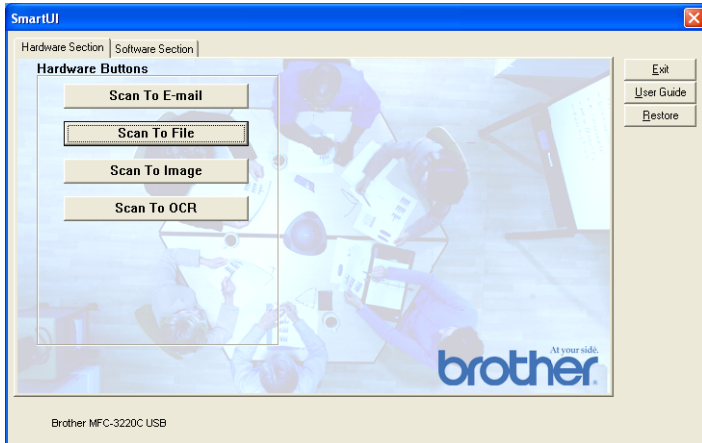
Scan to E-mail

To configure the Scan to E-mail feature left-click on the **Scan to E-mail** button and the following screen will appear. You have the ability to change the configuration that includes the destination E-mail application, attachment file and the scanner settings.
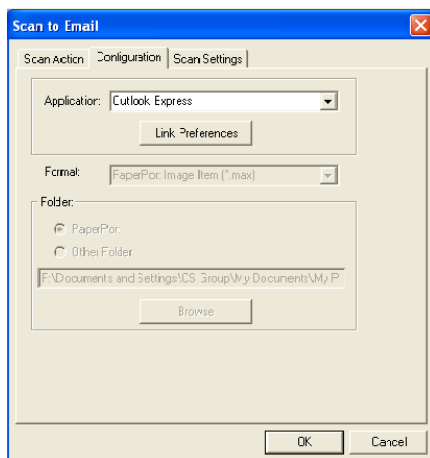

To change the destination E-mail application you use the Application pull down list to select the compatible E-mail application, which is installed on your system.

If you wish to change the attachment file type click on the **Link Preferences** button to display a list of file types.

Scan to File

To configure the Scan to File feature, left click on the **Scan to File** button and the following screen will appear.
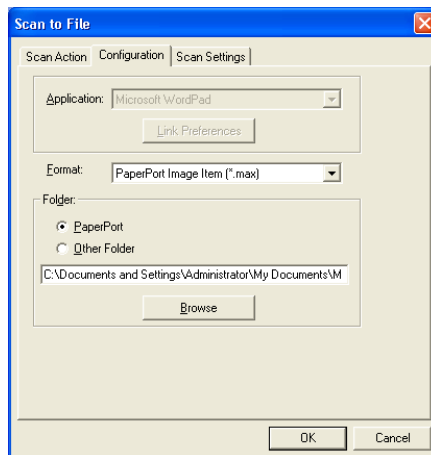

Select the file type for the saved image by selecting from the Format pull down list. You can save the file to the default PaperPort® folder so the file appears in PaperPort® or you can select another folder/directory by clicking the **Browse** button.
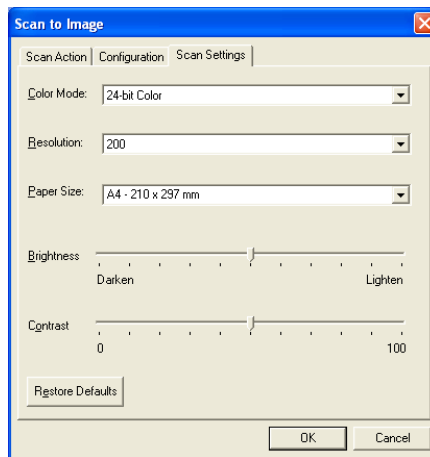
Scan to Image
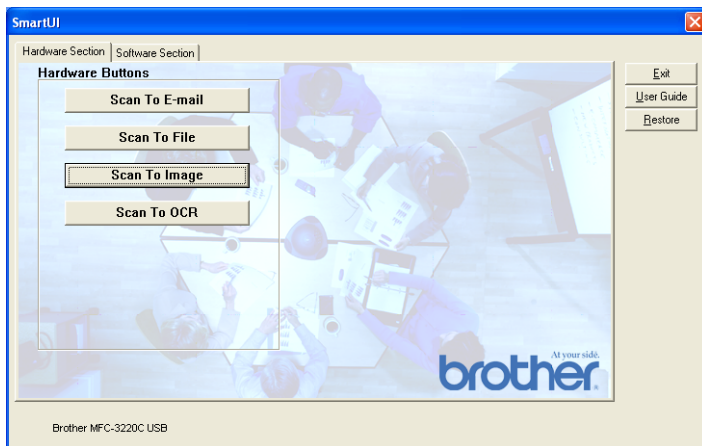
To configure the Scan to Image feature left-click on the **Scan to Image** button and the following screen will appear. You have the ability to change the configuration, which includes the destination image format or document application.
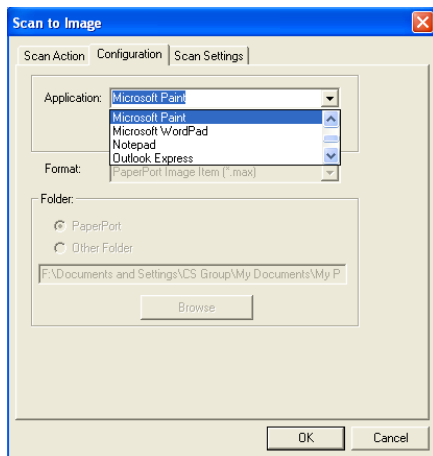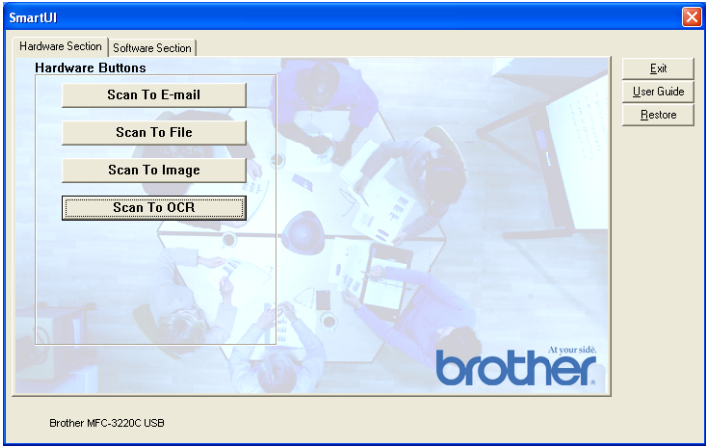
To change the default setting of the scan, click on the **Scan Settings** tab.

You can set the Color Mode to Black & White, 8-bit Gray or 24-bit Color.

The resolution can be changed from 100 to 1200 dpi. You can define the size of the paper you're using, and you can adjust the brightness and contrast of the image before scanning.

Scan to OCR

To configure the Scan to OCR feature left-click on the **Scan to OCR** button and the following screen will appear. You have the ability to change the configuration, which includes the destination applications.
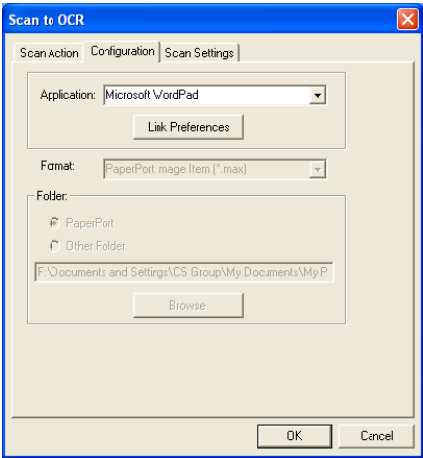
You have the option to send your scan as a different file type. You can select the application from the File Type window according to your needs.
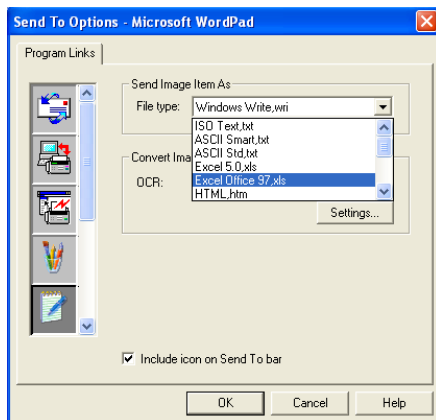
You have the option to choose your OCR setting from **Single column output** to **Auto orient page**.
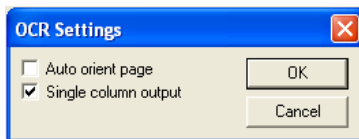
Software Section

The Software Section contains four groups of scan to buttons. Each section has a number of different buttons which are predefined for the most frequently used applications. The **Scan** section contains four buttons for Scan to File, Scan to E-mail, Scan to Word Processor and Scan to Image applications. The **Copy** section contains three buttons for N to 1 copying. The **Fax** section button is for sending faxes using the Brother PC-FAX application and the **Custom** section contains three buttons with which you can assign your own function.

Scan

*1 *Scan to File* —enables you to scan directly to a disk file. You can change the file type and destination directory, as needed.

*2 *Scan to E-mail (Default: Outlook Express)* —enables you to scan a page or original directly into an E-mail application as a standard attachment. You have the option of selecting the file type and resolution for the attachment.

*3 *Scan to Word Processor (Default: MS WordPad)* —enables you to scan a page or original , automatically run ScanSoft® TextBridge® OCR and insert the text (not graphic image) into a word processing program. You have the option of selecting the destination word processing program, such as WordPad, MS Word, Word Perfect or whichever word processing program is installed on your computer.

*4 *Scan to Graphic Application (Default: MS Paint)* —enables you to scan a page directly into any graphic viewer/editor application. You can select the destination application, such as MS Paint, Corel PhotoPaint, Adobe PhotoShop, or any kind of image editor application you already have installed on your computer.

Copy

Copy (Copy one to one)—allows you to use the PC and any Windows® printer driver for enhanced copy operations. You can scan the page on the machine and print the copies using any of the features of the machine printer driver—**OR**—you can direct the copy output to any standard Windows® printer driver installed on the PC including network printers.

Four/Two to One Copy—enables you to use the Four/Two on One-page features of the Brother printer driver to copy four/two original pages onto a single output page.

Fax

Send a Fax (Brother PC-FAX)—enables you to scan a page or original and automatically send the image as a fax from the PC using the Brother PC-FAX software.

Custom

Scan to File—These buttons have been pre-programmed for the Scan to File feature. You can change the configuration of each of these buttons to meet your specific requirements by right-clicking on a button and following the configuration menus.